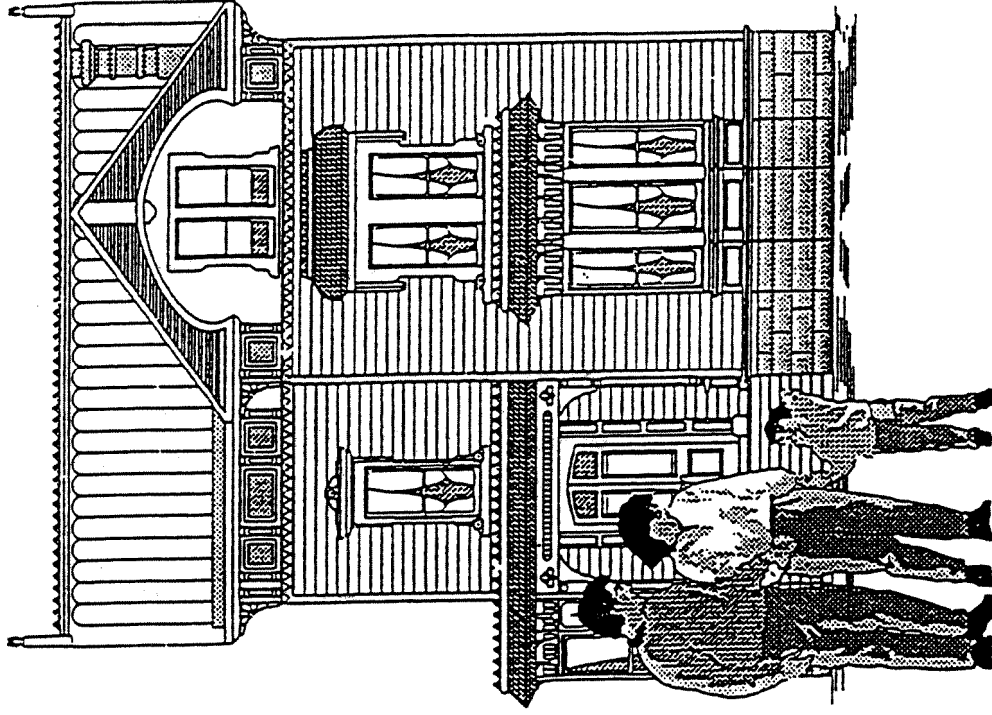


# Protect Your Family from Lead in Your Home



The Office of the Assistant Chief of Staff  
for Installation Management in cooperation with  
The United States Army  
Center for Health Promotion and Preventive Medicine

*This is a message from the Army to help you...*

### **PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME...**

American apartments and homes built before 1978 often have paint with lead in it. There are other ways that lead can come into the home. It can be brought home on work clothes. It can also come from hobbies, such as casting sinkers or working with stained glass.

A new law says that families moving into housing built before 1978 must get the pamphlet that is attached. This pamphlet tells you what you should know about lead in the home. It also tells you what you and your installation should do about lead, if you know or think that it's in your home.

Your installation must also tell you everything that is known about lead-based paint and lead hazards in your home.

---

### **WHERE THE ARMY STANDS...**

Our commitment is to provide healthy living conditions, now and in the future, for all of our soldiers and their families. Healthy conditions mean low blood lead levels in children.

High blood lead levels are much more rare among Army children than among American children in general. This is because Army installations, and families like yours, keep their homes clean and in good shape.

There's still more for us to do. We want all of our children to have blood lead levels that are less than the U.S. Public Health Service's level of concern. Some installations have reached this goal -- the rest are working on it.

### *THE MOST IMPORTANT THING YOU CAN DO...*

The biggest step that you and your family can take to keep your children safe is to learn about lead and where it may be found. Please take a few minutes to read these messages.

### *WHAT YOUR INSTALLATION IS DOING...*

Your installation has trained specialists who check Army housing for sources of lead. When they find them, they manage them safely. They keep an eye on lead-contaminated paint to make sure it doesn't peel or chip.

You can help them by telling them about possible sources of lead that you see. Tell them about any chipped or peeling paint around your home.

Your installation will tell you what they have done and what they are doing to protect your children from lead.

### *TESTING YOUR CHILDREN FOR LEAD...*

Army clinics offer blood lead tests for every baby at the 12-month well-baby visit. Whenever you bring your young child in, your doctor will ask you about sources of lead, and will tell you if your child should be tested.

Your clinic will also test your children on request.

### *TO FIND OUT MORE...*

See the message from your installation on the other half of these cover sheets. This message gives you a phone number that you can call to reach your installation lead experts.

Please call them if you have any questions about lead, or need help to protect your family from lead in your home.

## FAMILY HOUSING OCCUPANT INFORMATION HANDOUT

Lead has been used in paint for several years, mostly for exterior surfaces but also for some interior trim. The Consumer Product Safety Commission banned the use of lead in paint for housing in 1978. The main concern is that lead in paint is toxic if ingested by eating or inhalation. The most common avenues of lead exposure is inhalation of lead dust or ingestion of paint chips by children who could pick up and eat paint chips from inside or outside of the home. Children can come in contact with paint chips that are the result of peeling paint or dust in conjunction with painted surfaces that are disturbed by sanding, grinding or scraping. A second common concern is for workers who prepare surfaces for painting. Many times those workers are required to sand or scrape the old paint surface before painting, generating paint chips or dust that may be ingested.

If the paint is in good condition and there is no sanding, grinding, or scraping of the painted surfaces, there is little or no cause for concern for exposure to lead. DPW started using latex based paint for interiors of housing units shortly after its introduction in the late 1950's. Past contracts to replace windows also included the removal and replacement of sills and trim that may have contained lead based paint. New siding was installed on all family housing units between 1978 and 1982. The siding was installed to enclose the existing painted wooden siding, which contained lead based paint. This enclosure would eliminate a major concern for lead exposure.

A recent survey to define the presence of lead in paint was conducted in family housing. The survey included units located in both officers and enlisted housing areas. The survey was conducted in units that will be involved in a renovation project by the Corps of Engineers. The results showed that there is a very limited amount of lead based paint in the units, and that the lead based paint that was found was in good condition. There were some scattered occurrences of window sills, the front door, and associated trim, a limited number of window sills, a limited number of kitchen and living room back doors and thresholds, exterior hand rails, and carpet supports that contained lead based paint.

Over the next several years, most of the housing units will undergo renovation. Any building components that are found or have been found to contain lead based paint will be removed and disposed of properly to protect the workers during the renovations. This removal also eliminates the possibility of exposure to lead for housing occupants.

Maintenance of painted surfaces is the first line of defense against exposure to a lead hazard. The housing units have been painted on a regular basis since they were built in the late 1950's and early 1960's. This kind of regular maintenance helps to control any exposure to lead if it is present. As a result, very few of our quarters have conditions which should be cause for concern. However, if you have painted surfaces that are peeling or show other significant signs of deterioration, particularly window sills and door/window trim, you may contact the Housing Division (596-0962), or the DPW Work Order Desk (596-0133) for an appointment to have the condition checked.

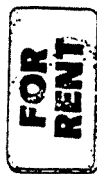
## PROCEDURE FOR WET MOPPING FLOORS AND WIPING SURFACES TO DECREASE HAZARDS FROM LEAD BASED PAINT

1. Components in your house that we suspect as having lead based paint (LBP) are as follows:
  - a. Painted wood baseboard and base shoe.
  - b. Interior door jamb and trim.
  - c. Window frame, sill and trim.
  - d. Exterior wood doors, door jamb, trim (interior and exterior) thresholds.
2. Army policy is not to remove LBP just because it is present but to remove it when it results in a medium or high hazard from lead. All family quarters on FLW are considered to be low risk based on sample tests conducted under the direction of the Environmental Division, DPW.
3. In order to ensure that your quarters remain in the low risk category, highly recommend that you adopt the following cleaning procedures, especially in the immediate area(s) of peeling paint:
  - a. Always work from the highest to the lowest point of the affected area. For example, if you are working to clean up a window sill, do not forget to include the wall, baseboard, base shoe and floor beneath it.
  - b. Floors:
    - (1) Carpeted Floors: Mist the area lightly with water and vacuum up all dust and loose paint particles with your vacuum cleaner. Sweepings may be put into the trash.
    - (2) Uncarpeted Floors:
      - (a) Wash the affected area with a disposable cloth (paper towel) and clean soapy water. For environmental reasons, we recommend use of a trisodiumphosphate soap which is biodegradable. Place the used cloth, and any chips/dust it has collected, in a closed plastic bag and place it in your trash container. DO NOT LAUNDER FOR REUSE.
      - (b) Remove soap residue with a disposable cloth and clean warm water. Place the used cloth along with any residue it has collected in a closed plastic bag and place in your trash container. DO NOT LAUNDER FOR REUSE
      - c. Ensure that all corners are free from dust and paint chips.
      - d. Repeat the above procedure as often as necessary to keep the paint chips cleaned up.
  4. Taping over areas of peeling paint is no longer considered an effective temporary fix. However, if it makes you feel more comfortable to tape a peeling surface, then by all means do. Just keep in mind that you still need to clean on a regular basis.

## Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

**M**any houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



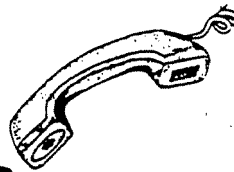
**LANDLORDS** have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure form about lead-based paint.



**SELLERS** have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure form about lead-based paint. Buyers have up to 10 days to check for lead hazards.



**RENOVATORS** have to give you this pamphlet before starting work. (After June 1, 1999.)



**IF YOU WANT MORE INFORMATION** on these requirements, call the National Lead Information Clearinghouse at **1-800-424-LEAD**.

## CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

**Eastern Regional Center**  
6 World Trade Center  
Vesey Street, Room 350  
New York, NY 10048  
(212) 466-1612

**Western Regional Center**  
600 Harrison Street, Room 245  
San Francisco, CA 94107  
(415) 744-2966

**Central Regional Center**  
230 South Dearborn Street  
Room 2944  
Chicago, IL 60604-1601  
(312) 353-8260

## HUD Lead Office

Please contact HUD's Office of Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

**U.S. Department of Housing and Urban Development**  
Office of Lead Hazard Control  
451 Seventh Street, SW, P-3206  
Washington, DC 20410  
(202) 755-1785

## EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

### EPA Regional Offices

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
Suite 1100 (CPT)  
One Congress Street  
Boston, MA 02114-2023  
1 (888) 372-7341

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-7577

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 209, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
(ARTD-RALJ)  
901 N. 5th Street  
Kansas City, KS 66101  
(913) 551-7020

**Region 3** (Delaware, Washington DC, Maryland, Pennsylvania, Virginia, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3 (3WC33)  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-5000

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
999 18th Street, Suite 500  
Denver, CO 80202-2466  
(303) 312-6021

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. Region 9  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 744-1124

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-6003

**Region 10** (Idaho, Oregon, Washington, Alaska)

Regional Lead Contact  
U.S. EPA Region 10  
Toxics Section WCM-128  
1200 Sixth Avenue  
Seattle, WA 98101-1128  
(206) 553-1985

# IMPORTANT!

## Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

**FACT:** Lead exposure can harm young children and babies even before they are born.

**FACT:** Even children who seem healthy can have high levels of lead in their bodies.

**FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.

**FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

**FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

# Quarters Report - Presence of Lead Based Paint (LBP)

## Lead Disclosure Statement

<b>BUILDING</b>	<b>NUMBER</b>	<b>STREET</b>
7358B	080	MONTROSE

<b>MEMO</b>		

<b>Window Sills:</b>	NO	<b>REMARKS</b>
<b>Baseboards:</b>	YES	
<b>Front Exterior Door:</b>	YES	
<b>Front Exterior Door Jamb:</b>	YES	
<b>Front Exterior Door Threshold:</b>	YES	
<b>Back Exterior Door:</b>	YES	
<b>Back Exterior Door Jamb:</b>	YES	
<b>Back Exterior Door Threshold:</b>	YES	
<b>Kitchen/Utility Room Exterior Door:</b>	YES	
<b>Kitchen/Utility Room Exterior Door Jamb:</b>	YES	
<b>Kitchen/Utility Room Exterior Door Threshold:</b>	YES	

S-T-A-T-E-M-E-N-T

I \_\_\_\_\_ HAVE READ AND UNDERSTAND  
"LIABILITY FOR DAMAGE TO ASSIGNED HOUSING" AND "CONDITIONS  
OF OCCUPANCY FOR MILITARY FAMILY HOUSING," AS SET FORTH IN  
AR 210-50.

I FURTHER UNDERSTAND THAT UPON ACCEPTING GOVERNMENT FAMILY  
HOUSING I WILL BE BOUND BY THE CONDITIONS AND POLICIES  
CONTAINED IN THE AFOREMENTIONED DOCUMENTS.

SPONSOR SIGNATURE \_\_\_\_\_

SPOUSE SIGNATURE \_\_\_\_\_

HOUSING REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

I understand that I am prohibited from doing any  
painting in my quarters unless approved under Self Help  
paint policy.

Initials \_\_\_\_\_ Date \_\_\_\_\_



## New Elementary Attendance Areas for 2001-2002

The elementary attendance boundaries have been modified and realigned for the 2001-2002 school year in order to attain pupil/teacher ratios more equal and within the guidelines of the Department of Elementary and Secondary Education recommendations. If you have any questions regarding the new boundaries, please call your building principal or the superintendent's office.

Request for Student Transfer forms are available in all school buildings and at the superintendent's office. Policy JECC, Request for Student Transfer, states that the form must be used to request a transfer. The requests will be processed beginning on Friday, August 3, right after the enrollment dates for all new students at all schools.

### OFF-POST DAY CARES

Beginning with the 2001-2002 school year, there will not be shuttle buses on-Post between buildings. All students in off-Post day cares within the school district with ten or more school-age students will be bused to Williams/Pence Elementary or East Elementary ONLY. These include:

A-Z Day Care	Victorious Ministries
Candyland	Williams Day Care
Munchkinland	

*\*Parents are responsible to notify the school when their children will be attending day care centers.*

### EAST ELEMENTARY

All students, K-5, living off-Post and within the Waynesville School District with the exception of those areas designated to attend Pence and Williams will attend East Elementary School. Bus transportation is available for students living one mile or more from school.

### PARTRIDGE ELEMENTARY

Street	House #	Bus/Walk
Cable	All	Walk
Diamond	All	Walk
Elwood	All	Walk
Epps	All	Walk
Evans	All	Walk
Frizell	All	Walk
Gwynne	All	Walk

### PERSHING ELEMENTARY

Street	House #	Bus/Walk
Barger	All	Walk
Barkley	109-188	Bus
Burr	All	Walk
Collier	All	Walk
Ellis	79-238	Walk
Funk	25-85	Walk
Forrest	125-173	Walk
Parrish	79-156	Bus
Peden	All	Walk
Phoenix	All	Bus
Sheppard	21-117	Bus
Specker	78-97	Bus
Turner	1-310	Walk
Turner	312-314	Bus

### PICK ELEMENTARY

Street	House #	Bus/Walk
Barkley	1-108	Walk
Daniels	All	Walk
Ellis	1-78	Walk
Funk	1-24	Walk
Forrest	1-124	Walk
Hatler	All	Walk
Kelly	All	Walk
Knight	All	Walk
Montrose	All	Walk
Parrish	1-78	Walk
Sheppard	1-20	Walk
Specker	1-77	Walk
EMH Classes		Bus

### THAYER ELEMENTARY

Street	House #	Bus/Walk
Delafield	All	Walk
Goethals	All	Walk
Gridley Loop	All	Walk
Humphreys	All	Walk
Jadwin	All	Walk
Kirby	All	Bus
Mackenzie	All	Walk
Newton	All	Walk
Pick Place	All	Walk
Sibert	All	Walk
Swift	All	Walk
Taylor	All	Walk
Totten	All	Walk
Wheeler	All	Walk
Williams	All	Walk
Thayer	All	Walk
All Guest House Students		Bus

### PENCE ELEMENTARY (K-1) AND WILLIAMS ELEMENTARY (2-5)

#### Bus Transportation Provided

April Drive	Hackney Drive	Hemphill Drive	Liberty Drive	Pulaski Estates	Tempest Drive	Twilight Lane
Bel Air MHP	Halberd Drive	Hermit Drive	Link Lane	Rockwood Estates	Texas Rd. (15000-16000)	Vickie Lynn
Bon Aire Apts.	Halo Drive	Hickory Hills	Misty Mountain	St. Robert Blvd.	Thousand Hills	VFW Circle
Country Oaks	Hardy Lane	Hickory Valley	Mossy Springs	Sawmill Road	Titan Drive	Woodlane Apts.
Country Villa	Harvest Road	High Grove	Northlake Meadows	Shara Drive	Top Drive	Y Highway
Elms MHP	Heart Drive	Holland Lane	Northwood Estates	Superior Road	True Drive	
Habit Drive	Helm Drive	Leaf Lane	Oak Point Townhomes	Sylvan Point	Turkey Drive	
Hackle Drive	Hemlock Lane	Lensman Road	Pointe Lookout Villas	Tanner Road		

## Middle School Attendance Areas

All students grades 6 through 8 living off-Post and within Waynesville School District with the exception of those off-Post areas designated for Wood Middle will attend Waynesville Middle School.

All students grades 6 through 8 living in on-Post housing will attend Wood Middle School. In accord with district policy and Missouri school funding legislation, students living in residences within one mile of the school will not have bus transportation provided.

On-Post Areas within one mile of Wood Middle (no bus service):

Street	House #	Street	House #
Barger	5-45	Forrest	30-173
Barkley	37-188	Frizell	All
Cable	38-89	Gwynne	All
Collier	8-54	Hatler	1-27
Diamond	13-116	Parrish	25-156
Ellis	1-44, 183-238	Sheppard	1-20
Elwood	32-95	Turner	41-314
Epps	All	Specker	All
Evans	All		

Off-Post Areas to Wood Middle (bus service):

Bel Air MHP	Tango Drive
Bosa Heights	Talon Road
Country Villa	Titan Drive
Hidden Valley	Top Drive
Sylvan Point	True Drive
Kingston Glen	Trolley Lane
Woodlane Apts.	Twilight Drive
Country Oaks	Turkey Drive
Tulane/Golden Villa	Misty Mountain
Big Top Apts.	Thunder Lane
Campsite	Tanner Road
Texas Rd. (15000-16000)	Tempest Lane
Thousand Hills	

**SERVICE ORDER NO SHOWS:** Directorate of Public Works requests all Family Housing Occupants keep their appointment when a service order is initiated and repairs are scheduled.

Missed appointments (NO SHOW) have increased four fold in the past five years. NO SHOWS cause a needless expenditure of funds. The contractor is paid response time for missed appointments. Plus DPW is required to pay again when the service is completed.

With your help the cost of NO SHOWS can be reduced. When a problem arises and you cannot keep an appointment, don't be a NO SHOW. Call the service order desk, 596-0333, and reschedule or cancel your appointment. The hours of operation for the DPW Service Order Desk (Bldg 2220) are 0730-1600 Monday through Friday.

## **"BEFORE YOU DIG"**

### **NOTICE TO ALL FAMILY HOUSING OCCUPANTS.**

Digging or driving posts without proper approval could result in serious injury. It could also cause damage to underground utilities (gas, water, electric, TV cable, etc.). You may be held liable.

If you plan any excavation that exceeds six inches in depth or plan on driving posts more than 6 inches in depth, (TO INCLUDE SCREW IN DOG ANCHORS), an excavation permit (FLW Form 364-1, Aug 97) must be submitted to the Family Housing Inspection Section, Bldg. 470, room 1215, 10 days prior to the planned start of the excavation.

The excavation permit must be completed and signed by all parties before excavating.

Questions, please call 596-0973

# RANGE HOOD AND FIRE EXTINGUISHING SYSTEM

*If the fire suppression system is discharged, your range will be automatically disabled. You must contact the Fire Department at 117 to have the system recharged and to reenergize your range.*

Nozzles should be checked once a month for signs of obstruction. Check the pressure gauge (see illustration) once a month. If the needle points to the "recharge" or "overcharged" zone, contact the Fire Department immediately for service.

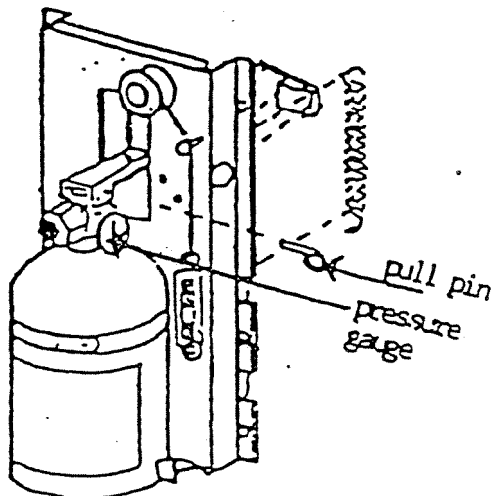
## CLEANING INSTRUCTIONS

Remove the pull pin from the spring snap located in the kitchen cabinet directly above the range. Insert it into the small hole under the lever and valve body located at the top of the cylinder (see illustration). This will prevent accidental discharge of the fire suppression system. **DO NOT DISASSEMBLE FIRE SUPPRESSION SYSTEM.** Remove and clean filter if necessary. Clean your range hood and/or fire extinguishing system with warm water and a mild detergent suitable for painted surfaces. Do not exert excessive pressure on any component of the fire extinguishing system.

**DO NOT USE ABRASIVE CLOTH, STEEL-WOOL PADS, STAINLESS STEEL PADS, SCOURING POWDER OR OVEN CLEANERS.**

Remove all soap residue with warm water. Reinstall filter. Remove the pull pin and put it back on the spring snap. If the pull pin is not removed, the fire extinguishing system will not operate.

## EXTINGUISHER AND BRACKET KIT COMPONENTS





DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 ENGINEER LOOP STE 316  
FORT LEONARD WOOD, MO 65473-8929

REPLY TO  
ATTENTION OF

ATZT-DPW-H

7 January 2000

MEMORANDUM FOR Family Housing Occupants

SUBJECT: Family Housing Trash Pick Up Service

1. An efficient, cost effective trash pick up and recycle system in the family housing areas requires your assistance and cooperation. Please note the following requirements:

TRASH PICK UP. Only garbage that is placed in waste wheelers at the street curb (not the parking area curb of four, six and eight plexes) will be picked up by the trash collection personnel. Waste wheelers are to be placed at the street curb so that trash collection personnel have free access at all times. These containers are not to be blocked by cars, campers, boats, bikes, pets tied too close or by anything else that could result in personal property damage or be a safety hazard to collection personnel. Items placed in boxes, bags, etc., on top of or around your waste wheeler will not be picked up. Grass, leaves, engine parts, hazardous waste, dirt and rocks are not to be placed in the waste wheelers. It is the occupants' responsibility to keep lids on these containers and to see that they are clean and in good repair. Repair parts are available at the Self-Help Store.

RECYCLING. All recyclable products will be placed at the curb in the single recycle container on the same day as trash pick up. All nonpaper products must be rinsed before being placed in the recycle container. The eight materials that are to be recycled at the curb are: aluminum beverage cans, steel cans, clear, green and amber glass containers (no glass windows), plastic beverage containers, milk jugs and newsprint. Lids must be removed from glass and plastic containers. No magazines, envelopes, office or school paper, cardboard containers or paper bags. Newsprint and packing paper must be placed in a plastic bag. Care must be taken not to break glass products. Items not on the list will be left in the containers. Cardboard containers must be flattened and left at the curb on Wednesday, bulk trash pick up day. If there are questions about what can be recycled or serviced or you do not have a recycle container, please call DPW Inspection Branch at 596-0907.

BULK TRASH. All bulk trash will be picked up on Wednesday only. Items such as grass clippings, leaves, household furniture, appliances, boxes, limbs and boards no longer than three feet will be collected. Grass clippings and leaves must be placed in containers such as plastic bags separate from other trash. For limbs more than three feet long, call in a service order at 596-0333.



ATZT-DPW-H

SUBJECT: Family Housing Trash Pick Up Service

2. All trash, including bulk trash and recycle containers must be placed at the curb prior to 0730 on the day of pick up.

FOR THE DIRECTOR OF PUBLIC WORKS:

*Sandra F. Anderson*

SANDRA F. ANDERSON  
Chief, Housing Division

FAMILY HOUSING TRASH PICK UP SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KIRBY	EPPS	BULK ITEMS	PHOENIX	TURNER
SWIFT	EVANS	(Including leaves	SHEPPARD	BURR
PICK	CABLE	and grass	HATLER	PEDEN
SIBERT	ELWOOD	clippings)	KELLY	FUNK
JADWIN	GWYNNE		FORREST	COLLIER
TAYLOR	FRIZELL		BARKLEY	SPECKER
NEWTON	DIAMOND		DANIELS	PARRISH
GOETHALS			KNIGHT	ELLIS
DELAFIELD			MONTROSE	BARGER
GRIDLEY				
WILLIAMS				
THAYER				
WHEELER				
TOTTEN				
HUMPHREYS				
MACKENZIE				
ESSAYONS				

HOLIDAY SCHEDULE: When the observed holiday falls on a Monday, Tuesday, Wednesday or Thursday, trash will be picked up on the following day. When the observed holiday falls on a Friday, trash will be picked up on Thursday.

DEPARTMENT OF THE ARMY  
GARRISON COMMAND  
MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473

ATZT-GC (210)

Date: \_\_\_\_\_

MEMORANDUM FOR (Name/Rank) \_\_\_\_\_ (Quarters Address) \_\_\_\_\_

SUBJECT: Quarters Inspection Report

1. Today, your neighborhood was visited by the undersigned. During the inspection your quarters and exterior area were noted as indicated below. All noted deficiencies are within the guidance of FLW Regs 40-4, 190-5, 210-5 and the Policy Letter for Family Housing Occupants:

- a. \_\_\_\_ Appearance was Outstanding. Thank you for your support.
- b. \_\_\_\_ Yard required policing and/or failed to police up newspapers (24 hrs).
- c. \_\_\_\_ Lawn requires mowing (48 hrs).
- d. \_\_\_\_ Lawn requires edging along walks driveway and/or street
- e. \_\_\_\_ Lawn requires raking of grass and/or leaves (48 hrs).
- f. \_\_\_\_ Shrubbery/trees/vines require trimming away from quarters (1 week).
- g. \_\_\_\_ Grass and/or leaves in flowerbed need to be removed (48 hrs).
- h. \_\_\_\_ POV parked on grass needs to be removed (IMMEDIATELY).
- i. \_\_\_\_ Garbage can area untidy and/or emits offending odor (store garbage can and recycle bin behind house) (24 hrs).
- j. \_\_\_\_ Parking area and/or street needs policing (24 hrs).
- k. \_\_\_\_ Unauthorized and/or unsightly fence (must have permit from Housing Office) (72 hrs).
- l. \_\_\_\_ Storm drains/gutter cluttered. Clean out leaves/debris (24 hrs).
- m. \_\_\_\_ Pet tied to tree/shrubbery (IMMEDIATELY).
- n. \_\_\_\_ Items on carport or in yard are unsightly and/or require inside storage to prevent possible theft (12 hrs).
- o. \_\_\_\_ Pets crating nuisance and/or running loose (IMMEDIATELY).
- p. \_\_\_\_ Unauthorized garden (72 hrs).
- q. \_\_\_\_ Unauthorized item (example: satellite dish, storage shed, enclosure) attached to house/carport (72 hrs).
- r. \_\_\_\_ Unauthorized Recreational Vehicle (RV) (trailer, motor home, pickup camper, boat) (24 hrs).
- s. \_\_\_\_ Other: \_\_\_\_\_.

2. The above noted deficiencies will be corrected within the time period indicated in the parentheses above.

3. Re-inspection date is \_\_\_\_\_.

4. If you have questions about this report, please call the Inspector whose name appears below at the following phone number: \_\_\_\_\_.

\_\_\_\_\_  
(Rank) (NAME)

\_\_\_\_\_  
(Official capacity)

Distribution: 1-Occupant 1 Area Coordinator  
FLW Form 44 (Rev 1 mar 01) Previous Edition Obsolete

1-Unit Commander

1-Housing NCO

FAMILY HOUSING  
FORT LEONARD WOOD, MO 65473-8935

CUSTOMER SERVICE QUESTIONNAIRE

Service to our customers is our number one priority. Because we care and want to provide the very best service to you, please take the time to evaluate the service provided by this office.

Date of Visit \_\_\_\_\_

1. Employee Courtesy:                      Exc.              Good              Fair              Unsat.

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Timeliness Of Service:              Exc.              Good              Fair              Unsat.

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. Quality of Service:                      Exc.              Good              Fair              Unsat.

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. Employee's Knowledge:              Exc.              Good              Fair              Unsat.

Comments: \_\_\_\_\_  
\_\_\_\_\_

5. Overall Rating:                      Exc.              Good              Fair              Unsat.

Comments: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*Please address any suggestions, questions or problems that need to be brought to our attention.

Comments: \_\_\_\_\_  
\_\_\_\_\_

(OPTIONAL)

\*\*\*If you would like a response to any of your comments, please provide your name, grade, address and phone number. If you are totally dissatisfied with the service you received, please ask to see the Section or Branch Supervisor before you leave. Thank you.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Unit/Address: \_\_\_\_\_

**DPW HOUSING**

**140 Replacement Ave, Ste 1208**

**Fort Leonard Wood, MO 65473-8935**



## WELCOME TO FORT LEONARD WOOD

If you need any assistance or if you have any questions, please call 596-0973. This packet of information contains very important information that will make your stay with us more pleasant. Please read it thoroughly.

THE FOLLOWING IS A LIST OF SERVICE NUMBERS PROVIDED TO ASSIST YOU.

<u>SERVICE</u>	<u>BUILDING</u>	<u>TELEPHONE</u>
WORK ORDER SECTION	2200	596-0333
INSPECTION SECTION	470	596-0973
LOCKOUT SERVICE PICKUP KEY AT BLDG 470 ROOM 1215.		
AFTER HOURS-MP STATION	2056	596-6141
EMERGENCIES		911
ARMY COMMUNITY SERVICES	470	596-0186
SELF HELP STORE	2222	596-0691
TELEPHONE HOOK UP		1-800-788-3500
TELEPHONE REPAIRS		1-800-788-3600
CABLE TV	ST ROBERTS MINI MALL	336-5284
TRANSPORTATION		
(HOUSEHOLD GOODS)	470	596-0903
(INBOUND) ROOM 1205	470	596-0932
(OUTBOUND) ROOM 1219/20	470	596-0077
GARBAGE/TRASH		596-0907
ANIMAL DISEASE PREVENTION	2399	596-0094
QUARTERS FURNITURE RM 1207	470	596-0983
POST OFFICE	498	329-5909

## HELPFUL HINTS

1. FLOORS. Use only paste wax on hardwood and kitchen floors. Buffers are available at Bldg. 470, room 1207.
2. TELEPHONES. Two telephone outlets are authorized (one in the living room or kitchen area, and one in the master bedroom) at government expense. In the event these outlets are missing or not operative follow the instructions below.
  - a. First, receive verbal approval from Family Housing Inspection, 596-0973 for installation and/or repair of outlets.
  - b. Contact the Telephone Company in person to get outlets installed or repaired.
  - c. After installation or repairs are completed, take the portion of the bill with the charge amount to Family Housing Inspection, Bldg. 470, room 1215, to receive documentation for reimbursement.
3. FENCE/SHED PERMITS. An excavation permit must be obtained prior to fence/shed installation to prevent personal injury or damage to cable TV, electric, and gas lines. Permits can be obtained from Family Housing Inspections, Bldg. 470, room 1215.
4. PETS. Pets must be registered with the post veterinarian. Dogs will not be chained to or fenced in areas where they might inflict injury to people or damage to government property to include telephone poles, trees, water faucets, air conditioning tubing, etc. See FLW Reg 40-4 and page 6 of attached Policy for Family Housing Occupants for details on responsibility.
5. NAILS. We recommend the small finishing type nails with a J-hook. On cinder block walls use a plastic hook with 4 small nails designed for this type wall. No nails or screws are authorized on interior doors. Nothing with a sticky backing is authorized in or on interior doors, walls, bathtubs, shower walls, or cabinets. All nails must be pulled and the holes filled prior to termination of quarters.
6. LEAVE/PASS/TDY. If you leave the area for any length of time, have a neighbor check your house once a day during the heating season for proper operation of the furnace, water heater, refrigerator, range and other appliances/equipment you may have.
7. PERSONAL ITEMS AND SELF-HELP TOOLS WILL NOT BE STORED IN OUTSIDE MECHANICAL ROOMS (FURNACE ROOM).

## SPECIAL NEEDS ASSESSMENT

In an effort to assist emergency personnel in prioritizing evacuation locations, routes, sheltering and medical care, Housing requests you provide information regarding any special needs you and/or your family may have.

Special needs can be defined as any long-term medical or mental challenge. Examples could be blindness, deafness, muteness, loss of limb, paralysis, learning disabilities, asthma, autism, seizures, cerebral palsy, arthritis, diabetes, heart condition, etc.

I do / do not have family member(s) with special needs.

I do / do not have family member(s) with special needs enrolled in the EFMP program.

I do / do not have special housing requirements based on family member(s) special needs.

Please provide details regarding your families special needs below:

Family Member	Medical/Mental Challenge	Special Housing Requirements
---------------	--------------------------	------------------------------

Disclosure is not mandatory, however, provision of this information will ensure Housing and Emergency personnel are adequately informed of you and your family's needs in the event of extreme emergency.

---

SIGNATURE

---

DATE

## STATEMENT

SUBJECT: ACCEPTANCE OF QUARTERS

I, \_\_\_\_\_, elect to accept government quarters located at \_\_\_\_\_, Fort Leonard Wood, MO. I understand once I am assigned these quarters, I will be considered adequately housed for the remainder of my tour unless the number of my family members increases.

I understand I am entitled to non-temporary storage (NTS) of household goods that cannot be accommodated in assigned Government quarters. NTS is authorized for inside items only and must be utilized within 90 days of my household goods delivery.

In the event my grade or dependent demographics change after the date of my assignment, I may request intrapost move to appropriate, authorized quarters, based on availability, at my expense.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEAD-BASED PAINT AND LEAD-BASED  
PAINT HAZARDS**

**LEAD WARNING STATEMENT**

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

**LESSOR'S DISCLOSURE (initial)**

\_\_\_\_\_ Approximately 6 percent of family housing units on Fort Leonard Wood have been tested for the presence of lead-based paint in accordance with HUD regulations. Test results indicated the presence of low levels of lead-based paint on some baseboards, interior door frames, interior and exterior window sills, exterior doorframes and thresholds. For greater detail of the test results, you may refer to the lead-based paint report available in the Assignment and Termination's Office.

\* NOTE: All revitalized quarters are lead free.

**LESSEE'S ACKNOWLEDGMENT (initial)**

\_\_\_\_\_ Lessee has received Procedure for Wet Mopping Floors

\_\_\_\_\_ Lessee has received the pamphlet "Protect Your Family from Lead in Your Home"

\_\_\_\_\_ Lessee has read Family Housing Occupant Information Handout

\_\_\_\_\_ Lessor has provided or offered to provide the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in their home.

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided is true and accurate.

\_\_\_\_\_  
SIGNATURE  
LESSOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE  
LESSEE

\_\_\_\_\_  
DATE

ATZT-GC (210)

MEMORANDUM FOR Family Housing Occupants

SUBJECT: Policy for Family Housing Occupants

1. References:.

- a. Fort Leonard Wood Regulation 40-4, Control and Care for Privately Owned Animals.
- b. Fort Leonard Wood Regulation 190-5, Fort Leonard Wood Vehicle Code.
- c. Fort Leonard Wood Regulation 210-25, Privately Owned Firearms and Other Weapons.

2. The combined efforts and cooperation of all Fort Leonard Wood personnel are needed to maintain the installation as a Department of Defense Community of Excellence

3. Military sponsors are responsible for ensuring family members and guests are knowledgeable about and comply with Fort Leonard Wood regulations and policies.

4. All Fort Leonard Wood residents are assigned Area Coordinators. These coordinators have the responsibility to:

- a. Inspect their area on a weekly basis, using this policy letter and Fort Leonard Wood Form 44, (Quarters Inspection Report).
- b. Provide feedback to those residents who do and do not meet the standard.
- c. Provide information and guidance to their assigned area residents.
- d. Provide assistance for non-personal problems and to assist in maintaining harmony within the neighborhood.

5. The following policies apply to all Fort Leonard Wood residents:

a. **Structures.** Digging or driving posts without proper approval could result in serious injury. It could also cause damage to underground utilities (gas, water, electric, TV cables, etc) for which you may be held liable. If you plan any excavation that exceeds six inches in depth or plan on driving posts more than six inches deep, an excavation permit (FLW Form 364, Rev 1 July 95) must be submitted to the Family Housing Inspection Section, Bldg 470, room 1215, ten days prior to the planned start of excavating.

(1) **Temporary Storage.** Occupants are authorized temporary storage structures. An excavation permit issued by the Housing Office is required to ensure compliance with installation standards. Temporary structures can be placed at the end of the driveway or the rear of the quarters, but not attached to quarters, sheds, utility poles, trees, or dividers. Sheds with a floor of 100 square feet or less are allowed. Occupants should ensure that sheds are in good repair and compliment the quarter's color.

(2) **Pet shelters.** Outside pet shelters, in good repair, which compliment quarter's colors, are permitted.

(3) **Fences.** Fences are permitted. An excavation permit is needed prior to fence or shed installation to prevent personnel injury and/or damage to cable TV, electric and gas lines. Permit and fence specifications are available at the Housing Office. (No electric fences permitted)

(4) **Wading Pools.** Swimming pools are not authorized. Wading pools not exceeding six feet in diameter and 18 inches in depth are authorized. All areas are to be restored to their original condition prior to termination of quarters.

(5) **Satellite dishes.** Occupants are authorized the use of a satellite dish. A permit issued by the Housing office is required to ensure compliance with installation standards. If digging is required, occupants must obtain a digging permit from the Housing Office prior to the installation of a dish. When it is practical to do so, the dish will be placed in the backyard, behind the quarters. Under no circumstances will occupants be allowed to attach the satellite dish or mounting device to the roof of the house, storage shed or carport. If installation is impractical in backyard, the Housing Office will determine the appropriate location and installation.

(6) **Television antennas.** Television antennas are not authorized.

(7) **Temporary garage shelters/ Carports.** These shelters are similar to a tent and are erected over the driveway. Temporary garage shelters are not authorized. The occupant may not enclose existing carports

**b. Quarters Maintenance**

(1) **Self-Help.** Use of self-help requires a self-help card. Cards issued at other installations are accepted or occupants may obtain a self-help card issued by Fort Leonard Wood by attending a two-hour self-help class on Tuesdays or Thursdays from 0830-1100 in building 2222. Please check with the self-help store for a complete listing of available items. The self-help class is useful training which the sponsor or adult family member is encouraged to attend within 14 days of assignment to quarters.

(2) **Service Orders.** Service orders, for repairs outside an occupant's capability or responsibility to repair, are initiated by calling the Directorate of Public Works (DPW) service order section at 596-0333. After duty hours, the service order number is for emergency repairs only. Any condition which threatens life, health, or that may cause severe property damage, will be repaired immediately. Other repairs will be completed between one and eight days of the request, depending upon the severity of the problem. Appointments at half-day intervals are available for repairs requiring the resident's presence. The DPW requests all Family Housing Occupants keep their appointment when a service order is initiated and repairs are scheduled. "No Shows" cause a needless expenditure of funds. Contractors are paid for response time for missed appointments PLUS they are paid again when the service is complete. Repeat offenders may be subject to a charge to defray the cost. When a problem arises and you cannot keep an appointment, call the service order desk at 596-0333 and reschedule or cancel your appointment. The hours of the DPW service order desk are 0730-1600, Monday thru Friday.

(3) **Improvements.** Written approval from the Family Housing Office is required before making any changes or improvements to governments quarters or the grounds surrounding the quarters. Approval is required to insure gas lines and other utilities are underground. Therefore, permission to drive stake poles, or to dig deeper than six inches must be obtained. Damage to quarters or grounds from unauthorized improvements could result in liability. Materials and labor used for improvements are not reimbursable by the government.

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SUBJECT: Policy for Family Housing Occupants

(4) **Painting.** Government quarters are painted by contract on an as-needed basis. Occupants painting is, therefore, not normally required or permitted. Under certain circumstances, with prior Housing approval, limited self-help painting may be permitted. Contact the Family Housing Office for details.

(5) **Hardwood Floors.** Use only paste wax on hardwood and kitchen floors. Recommend a coat of paste wax be applied after your move in is complete. Buffers can be signed out at building 470, room 1207, and picked up at building 2313. Please do not leave water standing on hardwood floors. You may be held accountable for damage of warping or staining caused by standing water. (Do not melt or burn paste wax as it is highly flammable).

(6) **Nails/Hooks.** Recommend using the small finishing type with J-hooks. Nails or screws of any size on interior doors are unauthorized. Nothing with sticky backing is authorized in/on any part of the interior walls, doors, bathtubs or shower walls. At the termination inspection, all nails will be removed and holes filled IAW Self Help policies. Molly hooks are authorized in the ceiling. Recommend they be approximately one foot from corners.

**(7) Procedures for Quarters Lockout.**

(a.) In order to provide improved security for family housing residents, Housing has purchased a new locking system. The new system does not provide for spare keys to be stored in the housing office. Accordingly, during normal duty hour's residents will call 596-0973 for lockout service. There will be no charge for the first lockout call. There will be a \$20.00 fee for subsequent calls. The fee may be paid at the housing office, Building 470 Room 1215, at the time of service or at termination.

(b.) In case of an emergency or after duty hours, locked out residents may contact the Military Police for assistance at 596-6141.

(8) **Range Hood and Fire Extinguishing System.** If the fire suppression system is discharged, your range will be automatically disabled. You must contact the Fire Department at 117 to have the system recharged and to reenergize your range. Nozzles should be checked once a month for signs of obstruction. Check the pressure gauge once a month. If the needle points to the "recharge" or "overcharge" zone, contact the Fire Department immediately for service.

**(9) Smoke Detectors.**

(a) Generally, there are two types of smoke detectors installed in family housing units. One model is round with a red light on the face. The red light is the test button. The other model is square and has a test lever on the side that pulls down to test.

(b) When testing the smoke detector, the alarm should sound for 5 to 10 seconds. Smoke detectors should be tested weekly. Should the device malfunction during the testing, residents should immediately call in a service order. Service orders on smoke detectors are Priority One and residents should expect maintenance personnel within an hour. Smoke detectors should be cleaned every 6 months using the brush attachment from the vacuum cleaner. Do not remove the smoke detector from the ceiling or disconnect the power.

c. **Telephones / Cable TV.** Two telephone/cable TV connections are authorized at government expense, one in the living area and one in the master bedroom. The occupant will pay for any additional connections. In the event that the authorized outlets are missing or not operative:

(1) First, receive verbal approval from Family Housing Inspection at 596-0973 for installation and / or repair of outlets.



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(2) Contact the Telephone and / or Cable TV Company in person to get outlets installed or repaired.

(3) After installation or repairs are complete, take the portion of the bill with the charge amount to Family Housing Inspection, Bldg 470, Room 1215, to receive documentation for reimbursement.

d. **Furniture.** Funds are not available to replace, repair, or move Family Housing furnishings. However, if needed, a limited inventory is available on a first come, first serve basis. All quarters are equipped with a stove and refrigerator. Occupants may get approval to use their own appliances; however, they are responsible for moving the government appliances to the warehouse and returning them prior to clearing quarters. The warehouse hours of operation are 1230 to 1530, Monday thru Thursday, phone number is 596-0978. Smoke alarms for the hearing impaired, adhesive labels to identify refuse containers, and floor buffers are also available. The Furnishings Management Office is in Room 1207, Building 470, phone number 596-0983.

e. **Energy Conservation.** Since utility costs are paid from the same funds used to maintain family housing, energy conservation is everyone's responsibility. Small individual conservation efforts result in large savings.

(1) **Heating and Air Conditioning.** Ideally, the thermostat should be set at 68 degrees or lower when using heat and 78 degrees or higher when using air conditioning. All windows must be closed when using heat or air conditioning.

(2) **Hoses.** Hoses should be fitted with a self-closing nozzle to prevent water waste. Hoses left connected to a faucet causes a potential damage from leakage and most certainly from freezing and should be disconnected after each use to minimize risk.

(3) **Water Leaks.** Leaking showers, taps and exterior faucets should be repaired as quickly as possible, either through self-help means or a service order.

(4) **Lighting.** Exterior lighting will not be on during daylight. Discretion should be used during darkness.

(5) **Attic Fans.** Many of the quarters have a large fan mounted in the ceiling. These fans can be used in the Spring and Fall to reduce the use of air conditioning. They should not be used when either the heat or air conditioning is in use. **CAUTION:** Never use these fans with windows closed, as this could cause carbon monoxide to build up in the quarters.

(6) **Decorations.** Christmas and other special occasion decorations are authorized in moderation. Quarters with excessive or tasteless decorations will be instructed to make corrections.

(7) **Recycling.**

(a) All occupants of government quarters will participate in the recycling program in order to reduce the cost of solid waste disposal.

(b) Curbside pickup of recycled materials is provided to family housing occupants and is scheduled the same day as trash collection. Each resident is provided with a 14-gallon container for the purpose of recycling.

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(c) All non-paper products must be rinsed before being placed in the recycle container. The eight materials that are to be recycled at the curb are:

- Aluminum beverage cans.
- Steel cans.
- Clear, green and amber glass containers (no glass windows).
- Plastic beverage containers.
- Milk jugs.
- Newsprint.

(d) Lids must be removed from glass and plastic containers. No magazines, envelopes, office or school paper, cardboard containers or paper bags are to be put into recycled containers. Newsprint and packing paper must be placed in a plastic bag. Care must be taken not to break glass products. Items not on the list will be left in the recycle container. Corrugated cardboard, paperboard, and brown grocery bags are collected for recycling on Wednesdays, the same date as bulk trash pick-up. If there are questions about what can be recycled or serviced, or you do not have a recycle container, call Department of Public Works (DPW) Inspection Branch at 596-0907.

**(8) Trash Pick-up.**

(a) Waste wheelers are to be placed at the street curb so that trash collection personnel have free access at all times. The trash collection personnel will pick up only garbage that is placed in waste wheelers at the street curb (not the parking area curb of four, six and eight plexes). These containers are not to be blocked by cars, campers, boats, bikes, pets tied too close or by anything else that could result in personal property damage or be a safety hazard to collection personnel. Items placed in boxes, bags, etc., on top of or around your waste wheelers will not be collected. Grass, leaves, engine parts, hazardous waste, dirt and rocks, are not to be placed in the waste wheelers. It is the occupants' responsibility to keep lids on these containers and to see that they are clean and in good repair. Waste wheelers will be stored behind the occupants quarters. For personnel living in the eight-plex type of housing, these waste wheelers may be stored on the side of the house closest to you. Under no circumstances will they be stored in front of a house. Repair parts are available at the Self-Help Store.

(b) **BULK TRASH.** All bulk trash will be picked up on Wednesday only. Items such as grass clippings, leaves, household furniture, appliances, boxes, limbs and boards **no longer than three feet** will be collected. Grass clippings and leaves must be placed in containers such as plastic bags separate from other trash. For limbs more than three feet long, call in a service order at 596-0333.

**(c) Family Housing Trash and Curbside Recycling Collection Schedule.**

Monday		Tuesday	Wednesday	Thursday	Friday
Essayons	Williams	Cable	BULK ITEMS	Phoenix	Turner
Kirby	Goethals	Indiana	CARDBOARD	Sheppard	Burr
Humphreys	Sibert	Epps	YARDWASTE	Hatler	Peden
Swift	Delafield	Diamond		Kelly	Funk
Totten	Gridley	Elwood		Forrest	Collier
Wheeler	Jadwin	Evans		Barkley	Specker
Mackenzie	Taylor	Frizell		Daniels	Parrish
Thayer	Newton	Gwynne		Knight	Ellis
Williams	Pick			Montrose	Barger

**f. Yard and Parking Area Care.**

(1) **Area of Responsibility.** Occupants are responsible for a 150-foot area in all directions from their quarters' perimeter, or to a midway point between quarters. Corner lot yard responsibilities should be split between occupants. Cleanliness of any parking spaces designated for specific quarters is the responsibility of occupants of those quarters. If the parking areas are undesignated or ownership is open to interpretation, residents in the immediate area will keep them clean. Area coordinators or the Garrison Command Sergeant Major will mediate disputed areas based on guidance from the Housing Office.

(2) **Lawn Maintenance.** Lawns will be mowed frequently enough to maintain a neat appearance. It is preferred that grass be cut no shorter than 2 to 3 inches, and that it be left a little longer during late summer. This provides more shade for the root system, which results in fewer weeds and better conservation of soil moisture. Removing lawn clippings (which are natural mulch), unless they form clumps that will smother the lawn, is discouraged. Leaves will, be raked often enough to maintain a neat appearance and keep the areas surrounding exterior cooling units free of build-up to maintain maximum efficiency.

(3) **Watering.** Lawns on post are planted with cool season grasses and do not require water during summer to keep them alive. The brown color is caused by hot and dry weather and indicates that the grass is in a dormant stage, but it will green up again when cooler weather returns. If residents desire to water, the best times are before 0900 and after 1800, as this minimizes lawn damage caused by the hot sun during mid-day and reduce loss of water through evaporation. Frequent light watering weakens plants as the root system tends to stay near the surface. Excessive lawn watering (saturated yard and water is running down the street) is a waste of resources and is prohibited.

(4) **Landscaping.** Temporary landscaping and approved U-DO-IT projects are authorized. Conservative yard decorations are authorized as long as they don't damage the quarters or detract from the quarter's appearance. Decorative border fences that are 18 inches high or less are also permitted for flower beds, sidewalks, and driveways. Mulch is available at the self-help store.

(5) **Pruning.** Tree and shrub pruning should be done often enough to keep them neat and attractive. Pruning will be accomplished in accordance with instructions provided by self help. As a reminder, yard waste cannot be put into normal household trash. Disposal instructions and pickup times are available from the Housing Office on request and are seasonally advertised.

(6) **Seeding Lawns.** Occupants are responsible for seeding barren areas to improve appearance and minimize erosion.

(7) **Signage.** Signs depicting political or religious preferences are prohibited.

**g. Vehicles.**

(1) **Recreational Vehicles and Trailers.** A designated fenced and locked storage area for boats, motor homes, trailers and similar vehicles is provided by DMWR. The area is located behind building 1383, the Auto Craft Shop. They cannot be stored in the Family Housing Area, although a 24-hour storage at your quarters is authorized for routine operator maintenance or pre/post-trip preparation. All terrain vehicles, canoes, and car-top boats are not required to be stored in the designated storage area. Storage of these items behind quarters is authorized, if it does not distract from the appearance of the quarters.

**(2) Vehicle Repair.**

(a) Minor automotive repairs, such as changing/rotating tires or tune-ups may be performed within the housing areas, provided safety and/or environmental hazards are not created and other residents are not inconvenienced. Minor automotive repairs will be performed only on paved surfaces that do not require residents to drive over grass or previously seeded areas. Additionally, all debris and oil spots must be thoroughly cleaned up after the work is completed.

(b) Changing a vehicle's oil is permitted in the housing area, as long as the oil is immediately and properly disposed of. Oil must be put into a leak proof container and may be disposed of at the recycling yard, Auto Craft shop, Bldg 1383 or off-post location such as Auto Zone.

(3) **Parking.** Vehicles, including recreational vehicles and motorcycles, should only be parked in driveways, parking areas, and carports. Because of the installation's narrow streets and the need to keep lanes open for emergency vehicles (large fire trucks and schools buses), street parking of POVs is only authorized on the side of the street adjacent to even numbered housing. Care should be taken not to hinder access to fire hydrants or mailboxes.

h. **Pets.** Pets are allowed as long as the owner complies with FLW Regulation 40-4.

(1) Pet owners will have a "pooper scooper" or similar item on-hand during walks to immediately clean up after their pet.

(2) With the exceptions noted below, up to two dogs and two cats may be kept in or at an on-post residence. Other pets may also qualify as long as the type of pet meets the common sense test. Pets in this category include goldfish, turtles, hamsters, rabbits, gerbils, and the like.

(3) Wild or exotic animals such as monkeys, wolves, raccoons, skunks, foxes, squirrels, or dangerous snakes are not authorized.

(4) Pets may be kept inside or outside. Pets must always have adequate shelter, food, and water. Use of wire or rope in place of a collar is not authorized. Choke chains are also prohibited as a tethering device.

(5) Per FLW Reg 40-4, all dogs, cats, and ferrets must be registered with Veterinary Health Services within 10 days of acquisition or arrival at Fort Leonard Wood. Small caged animals need not be registered; however, compliance with immunization and parasite control requirement is mandatory. All cats, dogs, and ferrets must wear registration and rabies tags at all times. If a pet is given away or sold, registration and health records must be transferred to the new owner through the Veterinary Treatment Facility at Building 1497, Artillery Circle, phone number is 596-0094. Ownership transfer also transfers legal responsibility.

(6) Never leave pets unattended in parked vehicles or quartered in any room or building without adequate ventilation.

(7) Pets are prohibited on installation playgrounds, tennis courts and turf type athletic fields such as soccer, baseball, softball and football.

(8) Animals are permitted outdoors and must always be controlled by the owner. A pet may be unleashed as long as the owner is not more than 50 feet from it at all times. Owners are responsible for keeping the pet from disturbing others or threatening the comfort, safety, welfare, or property of other animals or people. It is the owner's responsibility to clean up after the pet.

(9) Pets, including caged pets, will not be left unattended inside government quarters for periods longer than 24 hours.

(10) Pets will not be chained or fenced in areas where they might inflict injury to people or damage government property to include telephone poles, trees, water spouts, air conditioning tubing, etc.

(11) Animal abuse, as defined by the Missouri Animal Abuse Act of 1983, may be prosecuted by the government, and is just cause for losing the privilege of owning a pet on the installation. Any animal abuse (including abandonment, neglect, or nuisance) should be reported immediately to the Military Police. If abuse is substantiated, charges can be filed against the owner.

(12) Pet runs may be constructed within the occupant's area of responsibility after approval of the Housing Office. Pet runs are not to be attached to trees or power poles. Policing waste and restoring the lawn to its original condition is the occupant's responsibility. Pet runs often cause the ground to become bare and compacted – restoration will include turning of the compacted area adding sufficient soil to bring the area up to a level condition and seeding. If the area is not properly restored occupants may be subject to charges.

i. **Visiting Relatives or Friends.** Social visitors and houseguests are allowed as long as visits are 30 days or less. Situations involving longer periods must be brought to the attention of the Chief, Family Housing, Building 470. Special situations require written approval.

j. **Curfew.** The curfew for juveniles is 2300 hours, every day. They may be out in the company of an adult between 2300 and 0530 hours. Report problems to the Military Police. A “juvenile” is someone who is under 18 years old, is not on active, reserve, or national guard duty, and is not the spouse of a soldier or member of another Armed Force. An “adult” is a military sponsor, parent, legal guardian, or youth group organization leader.

k. **Children.** Suspected child abuse or neglect should be immediately reported to the Child Abuse Hotline at 1-800-392-3738 and to the Military Police Desk at 596-6141. The minimum age for leaving children alone overnight is 15. Children 12 years or older and who are certified, may baby-sit for other children. Certification and registration with DMWR is required for anyone who routinely provides childcare as a service, contact 596-0238 for additional information. This policy is not intended to prohibit parents watching other families' children on occasion, but as a safeguard to ensure that only authorized care is provided.

l. **Play Areas.** Freestanding swing sets and family type play equipment in good repair can be placed to the rear or to the side of quarters. Temporary basketball backboards are also permitted, but they cannot be attached to government structures. If basketball systems are freestanding, they may not be located in public streets. If anchoring of any equipment will require digging or driving stakes, a digging permit is required.

m. **Bicycles/Skateboards/Rollerblades.** IAW FLW Reg 190-5, bicycle riders must obey all traffic laws, ride with the flow of traffic, adhere to all traffic signs, and ride as far right or on the shoulder of the road when possible. Helmets and reflective vests must be worn at all times when riding on roadways. Bicycles should be equipped with a headlight and taillight/ reflector for use after the hours of darkness. Skateboards and rollerblades are not authorized in any commercial area, construction site, or public road on the installation. Helmets and reflective vests will be worn at all times; elbow and kneepads are highly recommended.

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n. **Headphones.** IAW FLW Reg 190-5, headphones will not be worn when driving a vehicle, bicycling, skateboarding, jogging, rollerblading, or walking on roadways or shoulders while on Fort Leonard Wood. This regulation applies to active duty personnel on and off the installation.

o. **Traffic.** The maximum speed in the Housing Area is 20 MPH. Violators should be reported to the Military Police.

p. **Yard Sales.** The only authorized sale signs are available at the self-help store. They will also provide guidance on where the signs may be posted. Post-wide yard sales will have information displayed on the marquee at North Dakota and Constitution Avenues and the local Post paper.

q. **Noise.** Courtesy and common sense limit noise levels. Noise levels should not unreasonably disturb or alarm another person. Serious infractions should be reported to the Military Police. Sundays through Thursdays, 2200 hours to 0530 are considered to be quiet hours. Fridays and Saturdays, 2300 hours to 0700 hours are considered to be quiet hours.

r. **Firearms.** Loaded weapons are strictly prohibited in government quarters and residential neighborhoods. Firearms, bows, and slingshots are not to be fired in populated areas. All firearms (including BB guns, pellet guns, crossbows) retained in government quarters must be registered with the Provost Marshal according to FLW Reg 210-25 and be kept:

(1) Out of the reach of children.

(2) In a place separate from ammunition or arrows.

(3) Under double lock when quarters are unattended. One lock may be the quarter's entrance; the second lock may be a locked container, trigger lock, or locked cable/ chain through the firearm's trigger guard or barrel. They may also be stored in a locked room, closet or cabinet.

s. **Fireworks.** Possession and/or use of fireworks is prohibited within the confines of Fort Leonard Wood.

t. **Commercial Solicitation.** Commercial solicitation and selling is not permitted in the Housing Area. Complaints should be directed to the Military Police. For additional information contact the Commercial Solicitation Officer, Mr. Maxwell at 563-4007.

u. **Notification of Leave/Temporary Duty or Temporary Absence from Quarters.**

(1) You are liable for assigned quarters until they have been properly terminated. This includes security and proper care of grounds during periods of temporary absence from your assigned quarters. Residents and their family members, absent from assigned quarters, should notify the Military Police for periodic security checks.

(2) It is up to the residents to select someone to keep the grass properly cut and watered and perform security checks in your quarters.

(3) Do not leave your outside lights on if you are gone for several weeks. It's a clear sign that you are not home and it is a waste of energy.

**v. Resident's Pecuniary Liability.**

(1) Residents of government housing units are held legally responsible for damage to their units and damage or loss of government-issued appliances and furniture.

(a) You can be held pecuniary liable when your government quarters, appliances or furnishings are lost, damaged or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and you do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of quarters, such as conducting an unauthorized business in the housing unit.

(b) The Army has limited your liability to an amount equal to one month's basic pay, unless your gross neglect or willful misconduct causes the damage or loss. In such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. If you know that damage is likely to result from willful misconduct or reckless behavior of family members or guests and, despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

(c) You are not liable for damage consisting only of fair wear and tear, or caused by Acts of God (i.e., flood, high winds) or by the act of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guest.

(2) The Army does not require it, but you may want to acquire renter's insurance for your own protection. Due to eroding claim moneys available, renter's insurance may, at a relatively low cost, provide some means of collecting reimbursement for lost or damaged property.

6. Every person must be concerned with safety, energy conservation, and living conditions at Fort Leonard Wood. Structural problems or deficiencies should be reported to the DPW service order representative. Common problems such as potholes, inoperative street lamps, and missing or damaged signs are easily overlooked unless reported by occupants. Problems stemming from behaviors, pets, etc. should be reported to Area Coordinators, Quality of life NCO, DMWR, Military Police or Chain of Command, as outlined in the previous paragraphs.

7. Each soldier and family member has the responsibility to promote a healthy and pleasant place to live. Following these policies will help us all to be good neighbors and ensure the Fort Leonard Wood remains an Army Community of Excellence.

8. Residing in Government quarters is a privilege. Occupants of Government housing may be considered for eviction from quarters for:

a. Military Police (MP) blotter reports of incidents occurring in government quarters wherein sponsor, family members, or other household residents are charged and subsequently found guilty of an offense, (i.e. failure to obey regulation (ART 92), disorderly conduct (ART 134), assault (ART 128), larceny of government or private property (ART 121), house breaking (ART 130), damage to government property (ART 108), etc.).

b. Three notices (FLW Form 44, Quarters Inspection Report) within a 3-month window for any violation of the Policy Letter for Family Housing (i.e., neglecting yard work, dog bites, abandoned vehicles, recreational vehicle (RV) storage in Housing, waste of utilities, etc.).

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c. Immediate consideration will be given to the following incidents:

- (1) Serious criminal offenses
- (2) Repeated disturbances or domestic violence
- (3) Illegal drug use, distribution, or manufacture of illegal drugs
- (4) Family involvement in gangs or law violating youth groups

d. Once it has been determined that residents meet the eviction criteria, a letter of intent will be immediately issued to the sponsor, (or spouse in the sponsor's absence), and review panel members.

e. Within 10 working days of receipt of notification for eviction, a review panel will be assembled to determine if enough evidence is present to warrant eviction from government quarters. The sponsor of quarters under review will attend to "present his side". The review panel will consist of the following:

- (1) Garrison Commander
- (2) Garrison Command Sergeant Major
- (3) Community Liaison Officer
- (4) Chief, Family Housing
- (5) Director, Family Advocacy Program
- (6) MP/Military Police Investigation (MPI)/Criminal Investigation Division (CID) (as required)
- (7) Medical Department Activity (MEDDAC) (as required)
- (8) Chain of Command (Commander and First Sergeant) from the sponsor's unit
- (9) Staff Judge Advocate (SJA)

f. If the review panel determines that the sponsor and his/her family is to be evicted, a written notification will be provided to the resident at least 30 days prior to the termination date unless otherwise directed by the Garrison Commander.

9. This policy letter supercedes Policy Letter for Family Housing Occupants dated 4 January 2000.

Encl  
Fort Leonard Wood Form 44  
Quarters Inspection Report

JOEL G. HIMSL  
COL, MP  
Garrison Commander



DEPARTMENT OF THE ARMY  
GARRISON COMMAND  
MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473

ATZT-GC (210)

Date: \_\_\_\_\_

MEMORANDUM FOR (Name/Rank) \_\_\_\_\_ (Quarters Address) \_\_\_\_\_

SUBJECT: Quarters Inspection Report

1. Today, your neighborhood was visited by the undersigned. During the inspection your quarters and exterior area were noted as indicated below. All noted deficiencies are within the guidance of FLW Regs 40-4, 190-5, 210-5 and the Policy Letter for Family Housing Occupants:

- a. \_\_\_\_ Appearance was Outstanding. Thank you for your support.
- b. \_\_\_\_ Yard required policing and/or failed to police up newspapers (24 hrs).
- c. \_\_\_\_ Lawn requires mowing (48 hrs).
- d. \_\_\_\_ Lawn requires edging along walks driveway and/or street
- e. \_\_\_\_ Lawn requires raking of grass and/or leaves (48 hrs).
- f. \_\_\_\_ Shrubby/trees/vines require trimming away from quarters (1 week).
- g. \_\_\_\_ Grass and/or leaves in flowerbed need to be removed (48 hrs).
- h. \_\_\_\_ POV parked on grass needs to be removed (IMMEDIATELY).
- i. \_\_\_\_ Garbage can area untidy and/or emits offending odor (store garbage can and recycle bin behind house) (24 hrs).
- j. \_\_\_\_ Parking area and/or street needs policing (24 hrs).
- k. \_\_\_\_ Unauthorized and/or unsightly fence (must have permit from Housing Office) (72 hrs).
- l. \_\_\_\_ Storm drains/gutter cluttered. Clean out leaves/debris (24 hrs).
- m. \_\_\_\_ Pet tied to tree/shrubby (IMMEDIATELY).
- n. \_\_\_\_ Items on carport or in yard are unsightly and/or require inside storage to prevent possible theft (12 hrs).
- o. \_\_\_\_ Pets crating nuisance and/or running loose (IMMEDIATELY).
- p. \_\_\_\_ Unauthorized garden (72 hrs).
- q. \_\_\_\_ Unauthorized item (example: satellite dish, storage shed, enclosure) attached to house/carport (72 hrs).
- r. \_\_\_\_ Unauthorized Recreational Vehicle (RV) (trailer, motor home, pickup camper, boat) (24 hrs).
- s. \_\_\_\_ Other: \_\_\_\_\_.

2. The above noted deficiencies will be corrected within the time period indicated in the parentheses above.

3. Re-inspection date is \_\_\_\_\_.

4. If you have questions about this report, please call the Inspector whose name appears below at the following phone number: \_\_\_\_\_.

\_\_\_\_\_  
(Rank) (NAME)

\_\_\_\_\_  
(Official capacity)

Distribution: 1-Occupant 1 Area Coordinator  
FLW Form 44 (Rev 1 mar 01) Previous Edition Obsolete

1-Unit Commander

1-Housing NCO